



BIHAR EDUCATION PROJECT COUNCIL

Shiksha Bhawan, Campus of Rastrabhasha Parishad,

Saidpur, Rajendra Nagar, Patna-800004

Ph.: 0612 2667163/68, Fax: 0612 2667190 Website : www.bepcssa.in

Notice Inviting Tender for Appointment of Concurrent Auditors for Financial Year 2020-21

1. Bihar Education Project Council, Patna, the state Implementing Agency of **SAMAGRA SHIKSHA** invites Sealed tenders, in two bid formats (Technical and Financial) for appointment of Concurrent Auditor's from the reputed Chartered Accountant and Cost Accountant firms based in Bihar (Head Quarter) for the Financial year 2020-21 for Audit of accounts of Samagra Shiksha, other Centrally Sponsored Schemes and other Programme being implement in the state of Bihar.
2. Interested Chartered Accountant & Cost Accountant Firms may obtain NIT & Tender Documents from the office of Chief Accounts Officer, Bihar Education Project Council, Shiksha Bhawan, Campus of Rashtra Bhasha Parishad, Saidpur, Patna 800 004 free of cost on any working day from 10:30 AM to 5:30 PM. Alternatively, the NIT & Tender Documents can be downloaded from our website www.bepcssa.in
3. The tender, duly completed with firm profile must reach latest by **02.00 PM on 30th June 2020** at office of the BEPC. The bidders, in their own interest, are advised to deliver the bids personally to the BEPC. Alternatively, they may send the same through registered post. BEPC will not be responsible for any delay, wrong delivery or non delivery of the bids due to any reason. Separate envelope should be used for financial bid and technical bid and the same should be marked on the face of the envelope.
4. The Technical Bid shall be opened at **03.00 P.M. on 30th June 2020** in the office of State Project Director, BEPC, Shiksha Bhawan, Campus of Rashtra Bhasha Parishad, Saidpur, Patna – 800 004, in presence of the authorized representatives of the firm who may wish to be present.
5. Financial Bids of only technically qualified firms will be opened.
6. For further details about the Tender, please refer at our website www.bepcssa.in
7. Pre Bid meeting will be held at **03.00 P.M. on 22nd June 2020** at BEPC H.O., Patna.
(BEPC management can cancel this Tender at any point of time by whatsoever reasons it deemed fit.)


(Sanjay Singh, IAS)
State Project Director

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Saidpur, Rajendra Nagar, Patna-800 004

Bid Document No. :- Acetts/68/2019-20/ 2504

Dated : 01/06/2020

**Selection of Chartered Accountants' and Cost Accountants Firms for conducting
Concurrent Audit of B.E.P.C. Accounts**

1. REQUEST FOR PROPOSAL(RFP)

Expression of Interest is hereby invited from reputed firms of Chartered Accountants and Cost Accountants in the prescribed format for short listing such firms for conducting concurrent audit of the accounts of Samagra Shiksha, Other Centrally Sponsored Schemes and other Programmes being implemented in the State of Bihar.

2. PERIOD OF AUDIT

The purpose of this assignment is the conduct of concurrent audit of accounts of the State and the District Units of B.E.P.C. for the financial year 2020-21.

3. REPORTING PERIODS & DATES

The reporting periods and reporting dates shall be as under:

Sl. No.	Reporting Periods	Date of Submission	Remarks
i	April 1 st , 2020 to August 31 st , 2020	07 th October., 2020	(a) Audit to be completed in single visit to the units. Unit wise monthly report to be submitted. Signed/Scan copy of audit report with schedules in PDF file (Soft Copy) and one hard copy submitted to SLO and one hard copy submitted to DLO. (b) The bill should be submitted with the receiving forwarding copy. Unless the bill payment processing shall not be made. (c) The appointed CA of all concerned DLO/SLO shall be co-operate to the Statutory Audit for the year 2020-21 as well as shall made compliance in the Draft Audit Report on spot.
ii	Rest of 7 months on monthly basis commencing from September 1 st , 2020	20 th day of the subsequent month	(a) Each month's audit to be completed in one visit (Monthly) to the units. Unit wise monthly report to be submitted. Signed/Scan copy of audit report with schedules in PDF file (Soft Copy) and one hard copy submitted to SLO and one hard copy submitted to DLO. (b) The bill of all 08 months should be submitted with the receiving forwarding copy. Unless the bill payment processing shall not be made. (c) The appointed CA of all concerned DLO/SLO shall be co-operate to the Statutory Audit for the year 2020-21 as well as shall made compliance in the Draft Audit Report on spot.

*However date of submission of the audit report for the month of March 2021 will be 20th May 2021.

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4. UNITS CLUSTERED INTO ZONES

4.1 The State and District Level Offices of BEPC & SCERT have been clustered into the following 6 Zones consisting of the SLO/DLOs indicated there against:

Zone I: [1] State Project Office (Patna), [2] SCERT(Patna), [3] DLO-Kaimur, [4] DLO-Rohtas, [5] DLO- Bhojpur, [6] DLO-Buxar, [7] DLO-Nalanda, [8] DLO-Patna.

Zone II: [1] DLO-Aurangabad, [2] DLO- Arwal, [3] DLO-Jahanabad, [4] DLO-Gaya, [5] DLO- Nawada, [6] DLO-Sheikhpura, [7] DLO-Lakhisarai.

Zone III: [1] DLO-Darbhanga, [2] DLO-Madhubani, [3] DLO-Gopalganj, [4] DLO-Siwan, [5] DLO-Saran, [6] DLO-Samastipur.

Zone IV: [1] DLO-Muzaffarpur, [2] DLO-Sitamarhi, [3] DLO-Sheohar, [4] DLO-West Champaran, [5] DLO-East Champaran, [6] DLO-Vaishali.

Zone V: [1] DLO-Kishanganj, [2] DLO-Katihar, [3] DLO-Purnia, [4] DLO-Saharsa, [5] DLO-Araria, [6] DLO-Madhepura, [7] DLO-Supaul.

Zone VI: [1] DLO-Bhagalpur, [2] DLO-Banka, [3] DLO-Khagaria, [4] DLO-Munger, [5] DLO-Begusarai, [6] DLO-Jamui.

4.2 A firm may apply for 1 or more of the above 6 Zones. However, after completing the evaluation process contracts will be awarded to 6 firms only, i.e. one firm only for each Zone.

5. SUBMISSION OF PROPOSAL

5.1 The proposal shall be submitted in a two-bid format, – (i) Technical Proposal and (ii) Financial Proposal. The said proposals shall be submitted in the prescribed formats appearing at Annexure A and Annexure B respectively. If any firm is submitting proposal for more than one Zone then they will submit only one Technical Proposal and separate Financial Proposal for each Zone.

5.2 Please note that the Financial Proposal consists of one part for each Zone, namely

(i) A consolidated EMD-sum fee for conducting the audit for the reporting period from April 1st, 2020 to August 31st, 2020 together with TA/DA and other incidence cost associated therewith (Excluding the amount of Goods & Service Tax/or other taxes).

(ii) A monthly fee for conducting the audit of each of the 7 months commencing from September 1st, 2020 together with TA/DA and other incidental cost associated therewith (Excluding The amount of Goods and Service Tax and/or other taxes).

5.3 The Technical and Financial Proposals must be submitted in two separate sealed envelopes with **Technical Proposal** and **Financial Proposal** marked in bold letters respectively so as to leave no scope for confusion. The first envelope for Technical Proposal should not contain any information relating to cost or remuneration.

5.4 The two envelopes must be placed inside one large sealed envelope with the following marking in bold letters:

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Saidpur, Rajendra Nagar, Patna-800 004**

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**"REQUEST FOR PROPOSAL FOR CONDUCTING
CONCURRENT AUDIT OF B.E.P.C. FOR 2020-21"**

5.5 The complete Proposal must reach on the following address positively by 02.00 P.m. on 30.06.2020

The State Project Director

**Bihar Education Project Council
Shiksha Bhawan, Campus of Rashtrabhasha Parishad
Saidpur, Rajendra Nagar
Patna 800004.**

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6. ELIGIBILITY CRITERIA

6.1 The firms responding to the EoI must fulfil the following 06 criteria:

Sl. No.	Criteria	Evidence Required, if any
i.	The firm must have been empanelled with the Institute of Chartered Accountants of India (ICAI) or Institute of Cost Accountants of India.	Constitution Certificate of the firm from Institute of Chartered/Cost Accountants of India or as on 1 st April, 2020 or thereafter.
ii.	The firm must have been in existence for at least 10 years before 01.04.2020.	As above
iii.	The firm must have had at least 04 Full-time Chartered/Cost Accountants Partners/ Employees as on date of Advertisement and thereafter	As above
iv.	The firm must employ at least 06 staff or Articled/Audit Clerk who have qualified the Intermediate/PE-II/PCC/IPCC Examination of the ICAI/CMA.	Declaration about details of article clerk/audit staff in the given format. (Format attached)
v.	The firm's average annual turnover* of the last 3 financial years must not be less than Rs.20.00 Lac i.e F.Y - 2016-17, 2017-18 & 2018-19.	Audited Balance Sheets and P&L Accounts
vi.	The Head Office of the firm must be in the State of Bihar.	Constitution Certificate from the concerned institute as on 01 st April, 2020 or thereafter.

* Turnover shall mean Gross Professional Earnings as per the Profit & Loss Account of the year.

** When the firm will not submit the P&L A/C for the F.Y. 2016-17, 2017-18 & 2018-19, then average amount will be calculated for determining the average annual turnover of Rs. 20 lacs. Suppose the firm Submit 2 years P&L A/C and its turnover come to 60 lacs then for marking criteria it will be in the slab of 20 lacs & up to 35 lacs. (i.e. 60/3)

7. EVALUATION PROCESS :

Evaluation will be done on the basis of Technical & Financial Proposal i.e. on quality and cost basis. 60% points will be given on Technical evaluation and 40% point on financial evaluation.

7.1 The Technical Proposal received must be strictly in the format prescribed in Annexure A and will first be checked against the eligibility criteria listed in para '6' above. In case the format of the Proposal differs materially from the format prescribed in Annexure A OR the firm fails to meet any one or more of the 6 criteria listed above the proposal shall be declared as "Non-responsive" and the evaluation process in respect thereof will not be continued any further.

[Signature]

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7.2 Such Proposals that are submitted in the prescribed format AND fulfil all the 6 eligibility criteria will be evaluated further and points will be awarded to the firm as per the following norms:

Sl. No.	Criteria	Basis of Evaluation	Points	Maximum Points
i.	Age of Firm	More than 10 years up to 15 years	3	9
		More than 15 years up to 20 years	6	
		More than 20 years	9	
ii.	Full-time Partners'/CA/ Cost Accountant Employees' Association with the Firm (Maximum 6 partners marks)	In case of an FCA/Cost Accountant associated with the Firm for:		18
		● more than 1 year but up to 5 years	1.5*6	
		● more than 5 years but up to 10 years	2*6	
		● more than 10 years	3*6	
		In case of an ACA/Cost Accountant associated with the Firm for:		
		● more than 1 year but up to 5 years	1*6	
		● more than 5 years	1.5*6	
iii.	Number of Semi-qualified Staff	Staff, Articled/Audit Clerks employed by the firm who have passed the Intermediate/PE-II/PCC/IPCC Examination of the ICAI/CMA..		9
		● more than 5 but up to 8	3	
		● More than 8 but up to 11	6	
		● more than 11	9	
iv.	Average Annual Turnover	● From 20 Lac and up to 35 Lac	6	12
		● More than Rs.35 Lac and up to 45 Lac	9	
		● More than 45 Lac	12	
v.	Head Office & Branch Office	Firm has Head Office in any other city of Bihar.	3	6
		Firm has Head Office in Patna	6	
vi.	Past Experience in similar assignment i.e Concurrent Audit	Completed at least 1 but less than 3 concurrent audit assignments of Central/State Govt. Organisations in the past	3	6
		Completed 3 or more concurrent audit assignments of Central/State Govt. Organisations in the past	6	
Maximum Total Points				60

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- In case of merger, the partners of the merging firms will be assigned points after one year from the date of merger.
 - If the FCA is more than one year but association with a firm is more periods then their points will be considered in the FCA category adding the period of association as ACA also.
- 7.3 Firms obtaining 60% points i.e 36 points or more through the above evaluation process will be deemed to be technically qualified for the assignment. Proposals of all other firms shall be considered "Non-responsive".

7.4 EVALUATION ON FINANCIAL PROPOSAL

The points will be given on quoted rate for each zone by the Chartered Accountants/Cost Accountants Firms. The following formula will be applied for allotment of points on financial bid:-

$$\frac{\text{Lowest Bid} \times 40}{\text{Bid being considered}}$$

8. AWARD OF CONTRACT

- 8.1 Only those firms that are deemed to be technically qualified as per '7' above, i.e. firms having secured 60% i.e. 36 points or more in the technical evaluation will be considered for financial evaluation.
- 8.2 B.E.P.C. shall notify those firms whose proposals did not meet the minimum qualifying mark or were considered non-responsive for any other reason that their Financial Proposals will be returned unopened after completing the selection process. B.E.P.C. shall simultaneously notify the firms that have secured the minimum qualifying points, indicating the date and time set for opening of Financial Proposals. The notification may be sent by registered letter, facsimile, electronic mail or telephone.
- 8.3 The Financial Proposals shall be opened publicly in the presence of the firm's representatives. Each firm must ensure that they are represented by a person duly authorised to accept or reject a proposal for carrying out the assignment applied for at a Total Fee other than that quoted by in their Financial Proposal. The name of the firm, the technical scores obtained, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.
- 8.4 The evaluation committee will determine whether the Financial Proposals are complete and rectify calculation errors, if any.
- 8.5 The firms securing minimum 60% i.e. 36 points and above will be added to zone wise secured financial points. The zone wise ranking will be finalised and allotment will be done as follows:-
- Zone - I:** The firm which has secured highest point and ranked 1st in zone - I will be selected for the zone -I on their quoted rate.
- Zone - II:** Of the remaining firms, the firm which has secured highest point and ranked 1st in zone - II will be selected for the zone -II on their quoted rate.

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- Zone - III:** Of the firms remaining, the firm which has secured highest point and ranked 1st in zone - III will be selected for the zone - III on their quoted rate.
- Zone - IV:** Of the firms remaining, the firm which has secured highest point and ranked 1st in zone - IV will be selected for the zone - IV on their quoted rate.
- Zone - V:** Of the firms remaining, the firm which has secured highest point and ranked 1st in zone - V will be selected for the zone - V on their quoted rate.
- Zone- VI:** Of the firms remaining, the firm which has secured highest point and ranked 1st in zone - VI will be selected for the zone - VI on their quoted rate.

8.6 Contracts will be executed by B.E.P.C. in favour of the firm selected through the above method for carrying out the concurrent audit assignment of the respective Zone. Please note that B.E.P.C. is not bound to select any of the firms submitting a proposal in response to these presents.

8.7 **The Chartered Accountant/Cost Accountant firm who has conducted the Concurrent Audit of Bihar Education Project Council, Patna continues for three year, will not be entitle for Concurrent Audit in F.Y. 2020-21.**

9. TERMINATION/CANCELLATION/AMENDMENT OF CONTRACT

- 9.1 If any of the information/documents furnished by the firm is found to be incorrect or fraudulent, the contract shall be treated as terminated forthwith and B.E.P.C. shall notify the firm of such termination along with reasons for such termination.
- 9.2 B.E.P.C. may decide to terminate the contract at any time during its pendency for any valid and cogent reason(s). In such a case, B.E.P.C. shall forthwith intimate the appointed firm of such termination and the reasons for such termination. After the termination the B.E.P.C. may appoint another CA/CMA. firm having next highest rank for the concerned Zone at their quoted rate or rate quoted by terminating firm whichever is lower.
- 9.3 The contract for carrying out concurrent audit of the respective Zone of B.E.P.C. covers the reporting period from April 1, 2020 to March 31, 2021 only. B.E.P.C. at its discretion and subject to the consent of the appointed firm may extend the contract to cover one more reporting period from April 1, 2021 to March 31, 2022. However, B.E.P.C. reserves the right not to extend the contract without assigning any reasons for the same.
- 9.4 After termination of the contract either during its pendency or on its expiry, the appointed firm shall return and not retain any materials/documents that are the property of B.E.P.C. save and accept copies of such materials/documents that validly form the audit working papers or audit documentation as per the relevant Standards on Auditing issued by the ICAI.
- 9.5 After termination of the contract either during its pendency or on its expiry, the appointed firm shall not make any representation before the public at large or to any specific person(s) that may directly or indirectly imply the continuation of the contract beyond its actual date of termination.

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9.6 B.E.P.C. retains the right to make need-based amendment to any and all terms of the contract after giving due notice to the appointed firm and with its consent.

9.7 The courts of Patna shall have the jurisdiction for settling disputes, if any, arising in respect to the contract.

10. PENAL PROVISIONS

10.1 The following penalties are leviable for delayed submission of reports:

Sl. No.	Extent of Delay	Penalty
i.	Up to 5 days of delay beyond the reporting dates stated in '3' above	Deduction of 10% of the agreed fee for the deliverable.
ii.	For delay of more than 5 days beyond the reporting dates stated '3' above	Deduction of 20% of the agreed fee for the deliverable.
iii.	In case of inordinate delay above 10 days beyond the reporting dates stated in "3" above	Deduction of 30% of the agreed fee for the deliverable, B.E.P.C. may decide on other disciplinary actions as well.

(a) *The appointed firm has no right to any arbitration in this matter*

(b) *However, B.E.P.C. Management may decide to waive the penalties indicated above if it is proved to its satisfaction that there was reasonable cause for such delay beyond the control of the appointed firm.*

11. DOCUMENTS REQUIRED

The following documents must accompany the Technical Proposal in absence of which it shall not be considered complete:

- (i) A copy of the Constitution Certificate of the firm containing, *inter alia*:
 - Date of formation of the firm with full-time FCA/ Cost Accountant ; and
 - Details of partners CA/ Cost Accountant Employees as on 1st April, 2020 date of joining the firm, date of becoming FCA/ Cost Accountant, their other interest, if any.
- (ii) A copy of the latest Partnership Deed.
- (iii) A copy of the acknowledgment of the Income Tax Return of the firm for the assessment year 2017-18, 2018-19 & 2019-20.
- (iv) A copy of the audited accounts of the firm for the financial year 2016-17, 2017-18 & 2018-19.
- (v) Self declaration details of court/arbitration cases or disciplinary proceedings pending against the firm/partners, if any, should be enclosed.
- (vi) Copy of work order between F.Y. 2015-16 to 2018-19 regarding experience of working in the Govt./PSUs of Concurrent Audit.

12. TERMS OF PAYMENT

12.1 Invoices raised at the contracted value for each deliverable must accompany the deliverable.

12.2 Any Goods and service tax and/or other taxes as applicable shall be paid extra.



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12.3 B.E.P.C. shall release payments against the invoices within a period of 15 days from receipt of the invoice, subject to approval of the underlying deliverable by the B.E.P.C. Management.

12.4 All invoices shall be subject to deduction of Income Tax at source and other deductions, if any (to be duly communicated to the appointed firm by B.E.P.C. at the time of payment)

13. OBJECTIVE OF THE AUDIT

13.1 The objectives of the concurrent audit include timely detection and rectification of:

- (i) accounting errors;
- (ii) deviation from generally accepted accounting principles;
- (iii) non-compliance of instructions given by the State Office;
- (iv) non-adherence to norms of Samagra Shiksha, RTE, etc.;
- (v) erroneous bank transactions;
- (vi) non-reconciliation of bank accounts;
- (vii) previous year implemented scheme SSA & RMSA should be merge with Samagra Shiksha;
- (viii) erroneous reporting to the State Office; and
- (ix) errors in value of fixed assets;
- (x) delay in adjustment of advances; and
- (xi) non-accounting of liabilities

13.2 The objective of the audit also is to expedite preparation of largely error-free accounts to be placed before the Statutory Auditors at an early date and to facilitate completion of the audit process for the year well in time.

13.3 Long pending issues are also sought to be settled with the advice of the auditors who, through the process of on-the-spot verification, will be in a better position to assess and express their opinion on and suggest ways and means of closure of such issues.

13.4 The auditor is expected to ensure that the funds received for various purposes are actually used for the purpose for which they are received.

13.5 Although the responsibility for detecting and preventing irregularities and frauds, remains with the Management of B.E.P.C., they are sought to be pre-empted to a large extent by frequent and regular verification of transactions but responsibility of the Auditor remains to the extent of timely reporting about any irregularities and fraud.

13.6 The audit is also expected to project the potential areas of risk and highlight the high-risk areas. Suggestions from auditors are also expected on ways and means of mitigating such risks.

14. AUDITING STANDARDS

The audit should be carried out in accordance with the Statements on Auditing issued by the ICAI.

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15. SCOPE OF AUDIT

- 15.1 The audit will undertake verification of ALL transactions undertaken by the SLO/DLOs during the reporting period and ensure proper accounting thereof in the Tally Accounting System.
- 15.2 The audit will also ensure that the transactions represented by book entries are actually required and are not prejudicial to the interest of B.E.P.C.
- 15.3 Normal entries for receivables and payables, including adjustment of advances must be carried out by the SLO/DLOs at the time of monthly closure of books.
- 15.4 The SLO/DLOs must prepare up to date bank reconciliation statements. The audit will report all unusual and long outstanding entries appearing in the bank reconciliation statements.
- 15.5 The MIS and other reports sent by the DLOs to the SLO and other departments must be in consonance with the books of account.
- 15.6 Special attention must be paid to booking and adjustment of prior period items and old outstanding items.
- 15.7 A partner CA / Cost Accountant employee of the firm must visit concerned DLO/SLO once in a month.
- 15.8 The audit will report any matter not covered by the above that in their opinion it requires the attention of the management.
- 15.9 If there is lacking in the report of the auditor, B.E.P.C. shall withhold 20% of the invoice value until it is complied in the next report.

16. PERFORMANCE SECURITY

Performance security (10% of total bid/contract value) in the form of demand draft of any Nationalized Bank/Scheduled Bank in favour of **"BEPC-SSA-GC-SLO-General Head"** payable at Patna shall be deposited before award of work (i.e. at the time of issue of appointment letter/Agreement). [No Bank Gurantee will be accepted] Performance security shall be demonited in Indian rupees only. No interest will be payable to the bidder on the amount of performance guarantee.

17. PRE-BID MEETING

Clarifications for any queries arising from the above may be sought at the pre-bid meeting scheduled for **03.00 P.M. on 22nd June 2020** at the HO of B.E.P.C. at Shiksha Bhawan, Patna.

18. EARNEST MONEY DEPOSIT (EMD)

Bidders shall submit, their EMD of Rs 10,000/- (Rs. Ten Thousand Only) in the form of a Demand Draft in favour of **"BEPC-Samagra Shiksha Abhiyan-GC-SLO-General Head"** payable at Patna. The draft should be drawn from the Nationalized / Scheduled Bank and payable at Patna only and submit before due date of Bid Opening (Technical).

- a) The EMD shall be denominated in Indian Rupees only. No interest will be payable to the Bidder on the amount of the EMD.

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- b) The bidder shall submit the Demand Draft from the bidders own banks account and the EMD shall be non-transferable.
- c) No Bank Guarantee will be accepted in lieu of the Earnest Money Deposit.
- d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract with successful Chartered Accountant firm.
- e) The EMD may be forfeited :
- Submitted Bid shall not be withdrawn by any bidder / C.A./Cost Accountant firms during the period of Proposal validity or its extended period, if any; or
 - In case of a successful bidder, fails to sign the Contract or to furnish Security Deposit within `specified time in accordance with the format given in the RFP.
 - During the proposal process, if any information is found false/ fraudulent / malafide, then State Project Director, Bihar Education Project Council, Patna shall reject the Proposal and if necessary initiate action.


(Raman Kumar)

Chief Accounts Officer (I/c)
Bihar Education Project Council (BEPC)
Shiksha Bhawan, Bihar Rashtra Bhasha
Parishad Campus, Saidpur,
Patna-800004



BIHAR EDUCATION PROJECT COUNCIL
Shiksha Bhawan, Campus of Rastrabhasha Council
Saidpur, Rajendra Nagar, Patna-04
Particulars/ Deatils of Chartered Accountant/Cost Accountant
Firms for the audit of the accounts of Samagra Shiksha

1. (a) Name of the firm (in Capital letters) _____
- (b) Address of the Head office _____
(Please also give telephone no. and _____
e.mail address) _____

Tel. No. : Mobile: email:

- (c) PAN No. of the firm _____
2. Registration No. of Firm (As per Constitution Certificate). _____
3. (a) Date of constitution of the firm: _____
- (b) Date since when the firms has Four full time FCA _____
4. Full-Time Partners of the firm as on 1st April, 2020 or latest (Please fill up Table A-1)

S.No.	Years of continuous association in the firm	Number of FCA	Number of ACA
(a)	Up to one year		
(b)	More than 1 year but up to 5 years		
(c)	More than 5 years but up to 10 years		
(d)	More than 10 years but up to 15 years		
(e)	More than 15 years.		

5. Number of Part Time Partners if any, as on 1st April, 2020 or latest _____
(Please fill up Table A-2)
6. Number of Full Time Chartered Accountant/Cost Accountant Employees _____
on or before date of advertisement (Please fill up Table A-3)
7. Number of audit staff employed full-time with the firm
- (a) Article/Intermediate/PE-II/PCC/IPCC Examination of the ICAI/CMA. _____
(Please fill up declaration form)
- (b) Other Audit Staff (with knowledge of book _____
keeping and accountancy)
- (c) Other Professional Staff (Please specify) _____
8. Number of Branches (Please fill up Table -B) _____

Signature

9. Fees earned by the firm from April 2016 to March 2019 in respect of:

PSU /
autonomous
body

Companies in
Private sector

Banks

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- (i) Statutory / Branch Audit /
6 monthly Audit Review
- (ii) Internal / Concurrent Audit

Total of (i) and (ii) above

10. Whether the firm is engaged in any internal / concurrent audit or any other services of any Govt. Companies / Corporations etc. If yes, details may be given Table - C.

Yes / No

11. Whether the firm is implementing quality control Policies and procedures designed to ensure that all audits are conducted in accordance with Statements on Standard Auditing Practices

Yes / No

12. Whether there are any court /arbitration / any other legal case against the firm (If yes, give a brief note of the case indicating its present status)

Yes / No

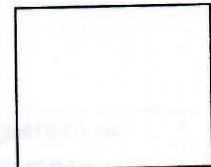
Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

[Handwritten signature]

SECTION-B
Undertaking

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I/We the following partners of M/s. _____, Chartered Accountant/
Cost Accountant do hereby jointly and severally verify and declare-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application from is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949/Cost and Works Accountants Act, 1959 and the regulations framed there under;
- (ii) that the firm, partners has not been debarred or cautioned by ICAI/CMA during the last three years, (if debarred, give details);
- (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949/Cost and Works Accountants Act, 1959;
- (iv) that the constitution of the firm as on 1st April, 2020 of the relevant year shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI/CMA.

Sl. No.	Name of the partner	Membership Registration No.	PAN No	Signature of partner

(Seal of the Firm)

Place:

Date:

Enclosures: _____ pages

For Office Use Only

Whether firm has done

(a) Statutory/Branch Audit

Yes/No

(b) Internal/Concurrent Audit

Checked by

Verified by

Date updated by

[Handwritten signature]

1. Firm's name _____

Details of Full Time Partners of the firm (Please refer to Sl.No. 4 of the Expression of Interest format)

S.No.	Name of the Partner / sole proprietor	Member - ship No.	Whether FCA / ACA	Date of Joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present	Whether acknowledged -gement of Income Tax Return for the relevant year attached Yes / No	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification (specify the qualification)*

*If yes, please attach a copy of the certificate

(Table A-2)

Details of Part-Time Partners of the firm (Please refer to Sl.No. 5 of the Expression of Interest format)

Name of partners	Member ship No.	Whether FCA / ACA	Date of becoming FCA	Date of Joining partnership	No. of other firm in which he is partner	Whether practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification (specify the qualification)*

*If yes, please attach a copy of the certificate.

(Table A-3)

Details of full time Chartered Accountant/Cost Accountant Employees (Please refer to Sl.No. 6 of the Expression of Interest format)

S.No	Name	Member ship No.	Whether FCA / ACA	Date of joining the firm as full time employee	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification* (specify the qualification)	Signature of the employee

*If yes, please attach a copy of the certificate

8/2/20

Details of partners and full time Chartered Accountant/Cost Accountants Employees of the firm included this year in Annex A-1, A-2 & A-3 above.

S.No.	Name	Membership No.	Whether Full Time Partner / Part Time Partner / Full Time CA/Cost Accountant Employee

*If yes, please attach a copy of the certificate

(Table B)

Particulars of Branches (including foreign branches, if any)

S.No	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner incharge of the branch	Date of opening of the branch	Region	Whether included in last year application (Yes / No)

(Table C)

Details of internal audit work / any other accounting work of Public Sector Undertaking in hand with the firm (please refer to Sl. No. 10 of the Expression of Interest format)

S.No.	Name of the PSU/Unit	Nature of assignment	Year for which appointed

Details of audit experience of the firm for the last 5 years in the following proforma. (Only assignments which carry a fee of Rs. 50000/- and above should be mentioned).

Name of the area/sector	Name of the company /body audited (a) Society/PSU/ autonomous body (b) Companies in private sector (c) Banks (d) Social Sector Programmes / Projects (e) Externally aided social sector projects (f) Education Projects / Programmes	Years of audit e.g. (a) 2018-19 (b) 2017-18 (c) 2016-17 (d) 2015-16 (e) 2014-15	Fees charged for each of the assignments in each year	Nature of audit assignment viz. Statutory audit / or Branch audit	Nature of special assignment	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm

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Please indicate: -

The particulars of specialisation gained by the firm in audit of

- (i) EDP systems
- (ii) IT assisted audit
- (iii) Any other important special assignments etc. in the following format

Sl. No.	Description of specialization	Specify nature of assignment, if other than audit	Name of the organization	Name of the partner / sole proprietor who handled this assignment	Whether partner / sole proprietor mentioned in is still with the firm (Y/N)

SP

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Format for Financial Proposal

Zone I: [1] State Project Office (Patna), [2] SCERT(Patna), [3] DLO-Kaimur, [4] DLO-Rohtas, [5] DLO- Bhojpur, [6] DLO-Buxar, [7] DLO-Nalanda, [8] DLO-Patna.

Total No. of unit - 8

Sl. No.	Particulars	Unit	Qty. (No. of Unit)	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
1.	Concurrent Audit Report for each of 5 months commencing from April 1 st , 2020 to August 31 st , 2020.				
	Audit Fee (with single report for each district) total No. 8	Audit Report	8 x 1 = 8		
	TA/ DA, etc. (one visits for each districts)	Visits	8 x 1 = 8		
	Total				
2.	Concurrent Audit Report for each of 7 months commencing from September 1 st , 2020 to March 31 st , 2021				
	Audit Fee (with monthly report) total No. 7	Audit Report	8 x 7 = 56		
	TA / DA, etc. (7 visits for each districts)	Visits	8 x 7 = 56		
	Total				
Grand Total [1 + 2]					
(Rupees)					

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes. However it is chargeable extra as applicable in the final bill amount.

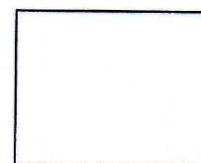
Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

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Format for Financial Proposal

Zone II: [1] DLO-Aurangabad, [2] DLO- Arwal, [3] DLO-Jahanabad, [4] DLO-Gaya, [5] DLO-Nawada, [6] DLO-Sheikhpura, [7] DLO-Lakhisarai

Total No. of unit - 7

Sl. No.	Particulars	Unit	Qty. (No. of Unit)	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
1.	Concurrent Audit Report for each of 5 months commencing from April 1 st , 2020 to August 31 st , 2020.				
	Audit Fee (with single report for each district) total No. 7	Audit Report	7 x 1 = 7		
	TA / DA, etc. (one visits for each districts)	Visits	7 x 1 = 7		
	Total				
2.	Concurrent Audit Report for each of 7 months commencing from September 1 st , 2020 to March 31 st , 2021				
	Audit Fee (with monthly report) total No. 7	Audit Report	7 x 7 = 49		
	TA/ DA, etc. (7 visits for each districts)	Visits	7 x 7 = 49		
	Total				
Grand Total [1 + 2]					
(Rupees)					

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes. However it is chargeable extra as applicable in the final bill amount.

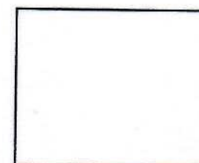
Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

[Handwritten signature]

Format for Financial Proposal

Zone III: [1] DLO-Darbhanga, [2] DLO-Madhubani, [3] DLO-Gopalganj, [4] DLO-Siwan, [5] DLO-Saran, [6] DLO-Samastipur

Total No. of unit - 6

Sl. No.	Particulars	Unit	Qty. (No. of Unit)	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
1.	Concurrent Audit Report for each of 5 months commencing from April 1 st , 2020 to August 31 st , 2020.				
	Audit Fee (with single report for each district) total No. 6	Audit Report	6 x 1 = 6		
	TA/ DA, etc. (one visits for each districts)	Visits	6 x 1 = 6		
	Total				
2.	Concurrent Audit Report for each of 7 months commencing from September 1 st , 2020 to March 31 st , 2021				
	Audit Fee (with monthly report) total No. 6	Audit Report	6 x 7 = 42		
	TA / DA, etc. (6 visits for each districts)	Visits	6 x 7 = 42		
	Total				
Grand Total [1 + 2]					
(Rupees)					

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes. However it is chargeable extra as applicable in the final bill amount.

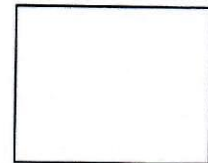
Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

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Format for Financial Proposal

Zone IV: [1] DLO-Muzaffarpur, [2] DLO-Sitamarhi, [3] DLO-Sheohar, [4] DLO-West Champaran,
[5] DLO-East Champaran, [6] DLO-Vaishali

Total No. of unit - 6

Sl. No.	Particulars	Unit	Qty. (No. of Unit)	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
1.	Concurrent Audit Report for each of 5 months commencing from April 1 st , 2020 to August 31 st , 2020.				
	Audit Fee (with single report for each district) total No. 6	Audit Report	6 x 1 = 6		
	TA/ DA, etc. (one visits for each districts)	Visits	6 x 1 = 6		
	Total				
2.	Concurrent Audit Report for each of 7 months commencing from September 1 st , 2020 to March 31 st , 2021				
	Audit Fee (with monthly report) total No. 6	Audit Report	6 x 7 = 42		
	TA/ DA, etc. (6 visits for each districts)	Visits	6 x 7 = 42		
	Total				
Grand Total [1 + 2]					
(Rupees)					

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes. However it is chargeable extra as applicable in the final bill amount.

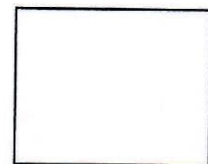
Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

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Format for Financial Proposal

Zone V: [1] DLO-Kishanganj, [2] DLO-Katihar, [3] DLO-Purnia, [4] DLO-Saharsa, [5] DLO-Araria, [6] DLO-Madhepura, [7] DLO-Supaul.

Total No. of unit - 7

Sl. No.	Particulars	Unit	Qty. (No. of Unit)	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
1.	Concurrent Audit Report for each of 5 months commencing from April 1 st , 2020 to August 31 st , 2020.				
	Audit Fee (with single report for each district) total No. 7	Audit Report	7 x 1 = 7		
	TA/ DA, etc. (one visits for each districts)	Visits	7 x 1 = 7		
	Total				
2.	Concurrent Audit Report for each of 7 months commencing from September 1 st , 2020 to March 31 st , 2021				
	Audit Fee (with monthly report) total No. 7	Audit Report	7 x 7 = 49		
	TA/ DA, etc. (7 visits for each districts)	Visits	7 x 7 = 49		
	Total				
Grand Total [1 + 2]					
(Rupees)					

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes. However it is chargeable extra as applicable in the final bill amount.

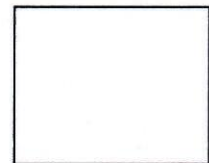
Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

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Format for Financial Proposal

Zone VI: [1] DLO-Bhagalpur, [2] DLO-Banka, [3] DLO-Khagaria, [4] DLO-Munger, [5] DLO-Begusarai, [6] DLO-Jamui.

Total No. of unit - 6

Sl. No.	Particulars	Unit	Qty. (No. of Unit)	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
1.	Concurrent Audit Report for each of 5 months commencing from April 1 st , 2020 to August 31 st , 2020.				
	Audit Fee (with single report for each district) total No. 6	Audit Report	6 x 1 = 6		
	TA/ DA, etc. (one visits for each districts)	Visits	6 x 1 = 6		
	Total				
2.	Concurrent Audit Report for each of 7 months commencing from September 1 st , 2020 to March 31 st , 2021				
	Audit Fee (with monthly report) total No. 6	Audit Report	6 x 7 = 42		
	TA/ DA, etc. (7 visits for each districts)	Visits	6 x 7 = 42		
	Total				
Grand Total [1 + 2]					
(Rupees)					

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes. However it is chargeable extra as applicable in the final bill amount.

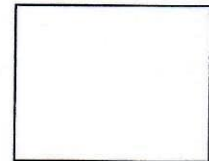
Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm

[Handwritten signature]

Declaration

We hereby declared that following Article Clerk / Audit Clerk who have qualified the Intermediate/PE-II/PCC/IPCC Examination of the ICAI/CMA are working in my firm.

S. N.	Name	CRO. No./Certificate No.	Period of Working
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

The above facts are true to the best of my knowledge and if there is any misinformation the tender of firm can be rejected.

Signature of Partner
Name of CA Firm

[Handwritten Signature]